



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

MAR 22 2007

MEMORANDUM FOR Secretarial Officers
 Operating Unit Heads

FROM: Deborah A. Jefferson 
 Director for Human Resources
 Management

SUBJECT: Senior Executive Service Performance Evaluation Midpoint
 Fiscal Year 2007

Providing effective monitoring and regular feedback on employee performance are critical to ensuring that the Department's mission-critical objectives are being met. The Department's Senior Executive Service (SES) performance cycle is concurrent with the Fiscal Year, from October 1 through September 30. March marks the approximate point in the performance management cycle at which midpoint performance reviews must be conducted.

These midpoint progress reviews must include discussion of:

1. the executive's progress toward meeting the objectives of the elements of his/her performance plan;
2. the need for changes in the plan based on changes in mission and administrative requirements and responsibilities;
3. any performance deficiencies and the rating official's recommendations on how to improve them.

The progress reviews must be formally documented on the CD-518 Senior Executive/Professional Performance Agreement with both the rating official and the employee dating and initialing the form. Rating officials must also ensure that progress reviews are scheduled and conducted for executives who entered SES positions after the beginning of the performance cycle. These progress reviews should be conducted near the midpoint of the abbreviated appraisal period.

If you have any questions concerning the midpoint rating process, please feel free to contact me at (202) 482-4807.

cc: Principal Human Resources Managers